

~~SECRET~~

O F F I C E   O F   T R A I N I N G  
O P E R A T I O N S   S C H O O L  
C L A N D E S T I N E   S E R V I C E S   R E C O R D S   I I   # 5 - 6 8  
(Biographic Research)

4 - 11 April 1968

30 Hours

Room 1A-13, Headquarters

and

601 and 803 Glebe Road



Chief Instructor

Room 614, 1000 No. Glebe Road

Extension 3096

25X1A9a

GROUP I  
Excluded from automatic  
downgrading and  
declassification

~~SECRET~~

S E C R E T

COURSE OBJECTIVES




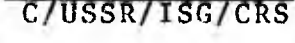



CS Records II (Biographic Research) is intended for those Officers who support operations through recovery of information about persons of interest to the Clandestine Services. It deals with the principles, techniques, and specific procedures used in exploiting the various records of the Agency and other sources of biographic information, primarily at Headquarters.

Biographic Research has often been called "name checking" and regarded as no more than an administrative process. For this reason, people with insufficient knowledge of either the available sources of information or of the appropriate extent of the investigation are sometimes assigned to the task. As the Agency's operations have become more complex and the records derived from them have become more extensive, more highly specialized knowledge has become necessary in order to perform adequate name-checks. This course provides an introduction to the skills needed in biographic research, and represents a synthesis of the experience of professionals in the field.

Students are instructed in CS Requirements for biographic research, its place in the overall investigative process, and in the available resources and repositories of information. Exercises in research and in preparation of the necessary reports form the bulk of the course, together with a practical exercise in the Case Officer's responsibilities to the CS Records System at the conclusion of his work.

S E C R E T

Thursday, 4 April 1968

0830 - 0900	Administration		
0900 - 0915	Introduction	 Chief Instructor	25X1A9a
0920 - 0950	Biographic Research and the Mission of the Clandestine Services	 DC/EUR	25X1A
1000 - 1050	Biographic Research  An outline of research and investigative procedure. Biographic research at Headquarters related to investigation the Field Station.		25X1A
1100 - 1200	Central Reference Service  A description of the services available to the researcher through Central Reference Service	 C/USSR/ISG/CRS	
1200 - 1300	Lunch		
1300 - 1350	The Office of Security Index and Files  Services provided through the Office of Security, both through its Field offices and its resources at Headquarters	 OS/OSD	25X1A
1400 - 1450	Introduction to non-CS Individuals and Files  A description of the major repositories of biographic information outside the Records system, but within the Agency.		25X1A
1500 - 1530	Collation and Analysis of Biographic Information		
1540 - 1640	Writing the Meaningful Report	CI/ 	25X1A

Friday, 5 April 1968

Room 601

GROUP I

0830 - 1200      Biographic Research Exercise

25X1A9a

An exercise, conducted in the classroom, in retrieving information from CS and other repositories of information.

1200 - 1300      Lunch

1300 - 1700      Biographic Exercise (continued)

Monday, 8 April 1968

GROUP I

0830 - 1200      Biographic Research Exercise  
(continued)

1200 - 1300      Lunch

1300 - 1700      Biographic Exercise (concluded)

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Tuesday, 9 April 1968

GROUP II

0830 - 1200      Biographic Research Exercise

25X1A9a

1200 - 1300      Lunch

1300 - 1700      Biographic Exercise (continued)

Wednesday, 10 April 1968

0830 - 1200      Biographic Research Exercise  
(continued)

1200 - 1300      Lunch

1300 - 1700      Biographic Exercise (concluded)

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Thursday, 11 April 1968

GROUPS I & II

0830              Critique and Final  
Administration of Course